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14 July 1955

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MEMORANDUM FOR THE RECORD

SUBJECT: Graphics Register Survey (Project 5-62c)

25X1   BY:

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Cleared with Chief of GR.
Comments are in red.
He has a copy.

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Office of Chief

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Grand Total
On Duty

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Programming & Services Section	Analysis Section	Services Section	Analysis Section

* want GS 9

1. Mission

The Graphics Register procures, evaluates, identifies and indexes photographs and films for CIA and IAC use. (It does not do photo interpretation 𝑛𝑜𝑟 photogrammetry.) Photographs and films are made available for library use, loan or copies are made and issued to users.

2. Organization and Functions:

.01 **Office of the Chief:** [   ]   25X1

   a. Supervises the Graphics Register.

   b. Plans operations.

   c. Plans new leads and sources and maintains the initial liaison necessary thereto.

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.02 **Control Unit:** [   ]

   a. Receives and routes mail and documents for GR.

   b. Maintains logs of material in conformity with Agency regulations.

   c. Maintains control and follow up on all loans of photographs and films to GR and insures that return deadlines are always met. (Note this is an inviolable rule of GR; material will be returned on time even if it means that it will be returned without being processed.)

   d. Maintains control and follow up on all material to be reproduced (sent to Printing and Reproduction).

   e. Prepares workload statistical reports.

.03 **Film Branch, Programming and Services Section:**

   a. Service Group*: [   ]   25X1

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* The word group in this report refers to a working unit or team, not a formal organization unit.

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They divide the work by these subject classifications:

industrial films

tradecraft films

1/ Receives film accessions lists from other IAC components and determines which films should be procured for Agency use.

2/ Searches for and procures by purchase, loan or rental (using cut-outs, when necessary) commercial and private films of intelligence interest to the Agency.

3/ Screens newly acquired films to determine interest to Agency components, shown by standing requirements on file.

4/ Programs the showing of new films received and notifies Agency and IAC members of the films and program dates (protecting sensitive source information) to afford maximum use under frequently limited retention privileges.

5/ Procures copies of films by purchase, loan, rental or gift to be used by Agency components. Clears all overseas requisitions for film with CI Staff, DD/P.

6/ Assists Agency personnel in selecting films for specific purposes.

7/ Sends notices to Agency components of new films available for procurement.

8/ As requested, obtains Intellofax lists of film summaries for Agency personnel.

   b. Inspection Group: Consists of two film inspectors.

1/ Inspects all film upon receipt, before and after issuance and prior to returning (if a loan or rental).

2/ Repairs broken and damaged film.

c. Film Library Group: Consists of two librarians and a film editor/technician.

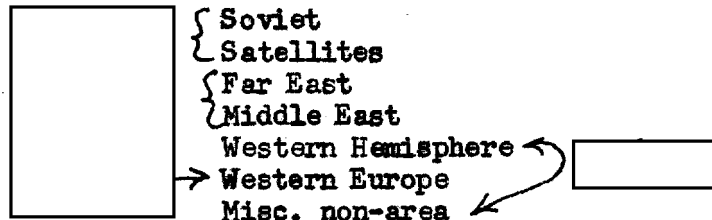1/ Files and maintains the CIA collection of film.

2/ Serves as a sub-library of Army Signal Corps, ordering, filing and maintaining film and preparing periodic ASC inventory reports.

3/ Edits film and assists Agency components in cutting and titling film for special uses.

d. Projection Group: Consists of two projectionists. Provides projectionists and/or audio-visual equipment for use of Agency components in viewing film.

.04 Film Branch Analysis Section: Consists of [   ]   25X1

25X1   [   ] The work is divided by geographic areas as follows:

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```
        { Soviet
        { Satellites
        { Far East
        { Middle East
          Western Hemisphere ⟍
       ⟶ Western Europe          [          ]     25X1
          Misc. non-area      ⟋
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a. Screens new film acquisitions and prepares analytical summaries. Codes film, using CIA library code* and transfers codes and summaries to IBM cards for use in the OCD Intellofax system.

b. From publications, USIA monthly bulletins, documents and other Agency accession lists, codes and prepares summaries of films of intelligence interest which are not to be received by the Agency (unless specifically requested by a component). This information is also transferred to the IBM cards for use in the OCD Intellofax system.

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* coded by subject, area, language, type film, location of film, availability, date of production, classification and serial number. Some 15 to 45 cards per film

c. Maintains indexes of summarized films both by serial number and alphabetically by title.

d. Assists the analysts of the Programming and Services Section in filling requests of Agency personnel (note this section has specialists on several geographic areas not covered by the Programming and Services Section).

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.05 Photograph Branch, Services Section: Consists of

a. Files and maintains the Register's collection of photographic positives and negatives.

b. Maintains a tray of each week's acquisitions for examination by interested Agency personnel. Checks all standing orders against the trays and supplies prints to Agency and IAC users.

c. Supplies copies of photographs on file in response to Agency and IAC requests.

d. Assists Agency and IAC personnel to examine, search and use the file of available photographs.

e. Assists Agency personnel to search for and procure copies of photographs available elsewhere in IAC.

f. Upon request, assists Agency personnel by procuring photographs, through cut-outs, of specific persons, places or things.

g. Prepares and disseminates bulletins of monthly accessions of photographs of places and things and of people.

.06 Photograph Branch, Analysis Section: Consists of   25X1

25X1   The analysts' work is divided into a

this is done in Analysis Sec.

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personalities desk and the following geographic area desks:

> Far East and Pacific
> USSR
> Near East and Africa
> Western Europe and Western Hemisphere
> Satellites

a. Develops and maintains sources for obtaining photographs of intelligence interest. Uses cut-outs as needed to protect identity of Agency and of sensitive sources.

b. Receives by gift, loan and purchase photographs of probable intelligence interest. Analyzes such photographs, selects those of Agency interest, captions them and obtains copies for the file. Mounts the copies on 5x8 file cards. Tabs and indexes the cards.

c. Prepares code record of each photograph for preparation of IBM cards for use in mechanical searching for photographs on specific subjects.

d. Through proper cut-outs, goes to holders of private collections of photographs and selects and copies those of intelligence interest.

e. As requested, assists Agency and IAC personnel to obtain from the Register files or elsewhere photographs for specific requirements.

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g. Develop' requirements which are given to State Department Procurement Officers and to DD/P personnel.

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h. Receives [   ] requirements for photographs prior to their being sent [   ] for procurement. Checks the requirements to the available Register photographs, supplying what is pertinent and thus reducing the volume of requests going to [   ]

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    i. Screens films acquired by Film Branch and extracts still photographs for inclusion in the file. Also makes extracts from films on the request of Agency personnel.

3. **Services Available:**

  .01 **Film Services:**

    a. **Aids to Locate Needed Films:**

      1/ IBM-Intellofax cards coded by subject and area (CIA Library code). Can machine-search for needed films.

      2/ Personal assistance by three analysts in Services Section specializing in Soviet films, tradecraft and

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      c/ Personal assistance by seven analysts in the Analysis Section specializing in geographic areas (Soviet, Satellites, FE, Middle East, WH, WE and miscellaneous non-area films).

    b. **Films Available for Loan:**

      1/ GR library (3,270 film subjects; growth rate 100 per month).

      2/ IAC films will be procured on request.

      3/ Commercial films will be rented.

      4/ Foreign films will be obtained, when possible.

    c. **Notification of Current Acquisitions:**

      1/ When new or borrowed films are to be screened, interested IAC offices are notified of the date and time and may send viewers if they wish.

      2/ New Intellofax-IBM cards containing synopses of new films are sent to those interested, as shown by standing requirements.

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.02 **Photograph Services:**

   a. **Aids to Locate Needed Photographs:**

     1/ Photo library: 4x6 prints on 5x8 cards. 630,000 places and things photographs are filed by area - country, province and place name. Colored index tabs also classify the cards by 32 subjects. 70,000 photographs of people, filed alphabetically by country by name. Growth rate is 5,000 per month.

     2/ IBM cards: both a subject code and area code (modified Army Map Service code) are prepared for machine searching and selection of
Cards which contain
Λ the serial numbers of needed photographs. Does not include the old OSS photographs.

     3/ Personal assistance of analysts specializing in geographical areas (Far East and Pacific, USSR, NEA, WE/WH and Satellites).

     4/ The weekly panel: collection of the acquisitions for the last week. Held two weeks before filing with rest of collection.

   b. **Photographs Available:**

     1/ Copies will be made of any available photograph (within the limits of their classification, of course - some are top secret) and given to users. In a rush, the file copy may be given; it will be replaced by a new print which will take 5 working days and during this time there will not be a copy of the photograph on file for other users.

     2/ GR conducts continuous liaison with other IAC units having intelligence photograph collections. Photographs can be obtained as follows:

       a/ Air Force. Collection can be examined and copies obtained.

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b/ ONI. No record here of the ONI collection, but can examine and obtain copies. Can also obtain prints by telephone requests.

c/ Army Signal Corps. Can examine material and request copies. CIA uses mainly limited to foreign military equipment.

d/ Army Map Service. Primary use to CIA: foreign roads and bridges. AMS is repository for all intelligence photographs taken by Army Engineers. Requests can be made by telephone.

3/ If specific photographs are needed and are not on hand in the IAC collections, special requirements can be levied and frequently the needed material can be obtained within one to two weeks. Some of the primary sources:

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c. <u>Notification of Current Acquisitions</u>:

1/ Weekly panel. This is described in part 3.02a4 above.

2/ Monthly Accessions Lists. Two lists are printed each month from the IBM cards showing the titles of new photographs acquired. One is a list of places and things (spot photography) and the other is of persons (personality photography). These lists are disseminated throughout the IAC community.

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d. <u>Other Photographic Material Available for Use in the GR Library:</u>

1/ Copies of photo interpretational reports, filed by report number.

2/ Air Force reports, filed by map coordinates.

25X1   3/ [   ] reports and aerial photographs, filed by map coordinates. Material filed in GR; reports are on OCD library intellofax cards.

4/ Maps are maintained with all areas shaded for which aerial photographs are on file.

25X1   5/ [   ] reports and aerial photographs.

6/ Air Field Listings. This is a joint USAF-ONI project. A full set is on file.

25X1   7/ USAF [   ] material.

8/ USAF reports continuing the [   ] reports.   25X1

4. <u>Problems of Restricted Use of Films and Photographs:</u>

.01 <u>Top Secret:</u> Most all top secret photographs are classified so highly because of the reports in which they are used not because, as photographs, they are top secret. All such photographs are stored and their use restricted according to CIA regulations. These restrictions make them of little use in GR and their collection is not diligently pursued. Quite frequently other photographs of the same subjects are available with a lower classification which are just as useful.

.02 <u>Restrictions Imposed by Owners:</u> Commercial films are loaned or rented with various restrictions such as: no admission may be charged; CIA use only; U.S. Government use only; not to be shown out of the USA; not to

25X1   be shown in [   ] colored, etc. These restrictions are rigorously adhered to, and, of course, reduce the usefulness of the GR collection.

Such classifications or restrictions are often applied by OO/C
when obtaining the material. At times it has been found that OO/C has sug-
gested, for example, CIA use only or IAC use only when the owner would have
accepted a broader classification (such as "for the government to use in its
work"). As exchange of photographs with other intelligence services is a
means of widening the GR collection, it is advisable to try to keep restric-
tions on use of photographs to a minimum.

.03 Overseas Use of Films: Certain restrictions indicated above limit
the use of films overseas for training. Some films which have been prepared
by the Agency may identify Agency personnel, places or equipment. For these
reasons, use of any film overseas must be cleared with CI Staff, DD/P.

Although CI responsibility has been centered in CI Staff, it is
the opinion of the writer that their activity in this field should be to
create policy and that the GR personnel can administer it. Actually, viewing
the films for CI implications before being sent abroad is very time consuming
and is not now being done by CI personnel. As GR personnel are now viewing
and analyzing the films, they should be given authority and responsibility
to determine what restrictions should apply to overseas usage.

In another memorandum for the record the present procedure for
clearance with CI Staff is explained and the plan of CI to delegate respon-
sibility to the headquarters case officer is outlined. When this is done
it will lessen the bottleneck operation now centered in CI.

5. Methods for Increasing the Coverage of GR:

.01 Increased Field Collecting: The Chief, GR reports that the amount
of material now being received by GR is the limit which the present staff can
process. If collection is increased, the processing staff must also be increased.

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There are large collections of photographs and films available in this country which have not been examined through lack of staff. A few examples:

a. The Father Hubbard collection of arctic films is available for examination. OO/C reported that it would take one man three months to make the examination.

b. The New York Times Paris photograph collection has never been examined.

c. Newspaper morgues have been touched, never searched.

d. The motion picture industry has files of buildings, locations, terrain, people, etc., taken all over the world.

A much larger and more fruitful field is in foreign countries. Commercial photographers have voluminous files which have never been searched.
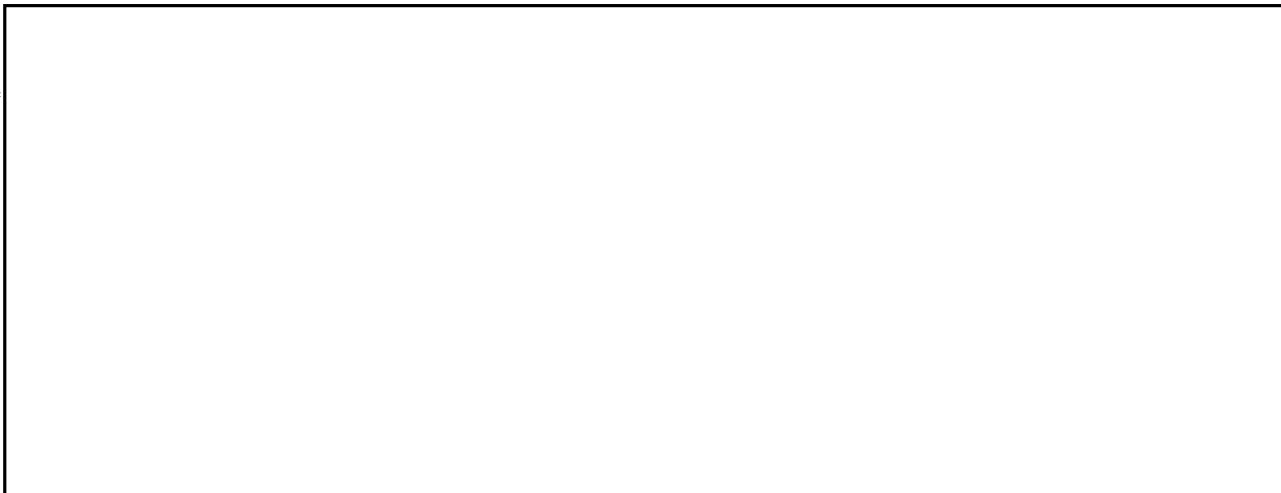
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.03 Expand Low-priority Area Activity: This is the usual argument that photographs for intelligence are available at low cost in many areas of low priority. A small expenditure would bring a great return of the same potential value as the NIS material.

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.04 <u>Have Returnees Examine the GR File</u>: This suggestion could be implemented at little cost. If selected returnees were detailed to GR, they could examine the file of photographs for the areas in which they were located. They could aid in the elimination of obsolete material and sharpen the requirements list for needed material.

.05 <u>Increase CS Participation in the Collection of Photographs</u>: Present policy prescribes that GR shall be the repository for photographic material collected clandestinely. Although some material is received from the clandestine services, it is believed that much of it is not.

.06 <u>OSS Photographs on IBM Cards</u>: All photographs except the old OSS material are indexed on IBM cards to permit machine-searching for needed material. The Chief, GR believes the OSS material should also be indexed on IBM cards.

6. <u>Making Training Films</u>:

Facilities for making training films are available in OTR and in Printing and Reproduction. GR can supply cutting, splicing, editing and titling service. GR can also supply liaison assistance in procuring the film-making services of Navy or Army Signal Corps, on a reimbursable basis.

7. <u>Who is Served by GR</u>:

	Percentage of Total Service	
User	Films	Photographs
OCD	4	12
All DD/I	22	43
All CIA	85	61
Other	15	39

8. <u>Critique</u>:

.01 <u>Organization and Functions</u>:

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a. The control unit in the office of the chief is essential and logical. It would be less efficient to move these controls to the two branches.

b. The basic division of the two branches by product (films and photographs) and the subdivision of each branch into a processing section and a customer-service section appears superior to the reverse (processing and service branches subdivided by product). Reasons are that customers come primarily for one product or the other, not both at the same time and analysts can be loaned between processing and service sections easier than between the product units.

The main cross-over of work from Film Branch to Photography Branch is in the making of stills from film. Once such stills are made they are integrated into the photograph files.

c. It is recommended that the names of the sections would be more definitive if uniformly called "Service" and "processing". The work "programming" applies to two functions of the Programming and Services Section. One is the _scheduling_ of film presentations and the other is the _assisting_ of operators in developing a program or sequence of film reels for his use. These two functions seem more closely allied to the work "service" than "programming". As "analysis" is one phase of the processing of films and photographs, it is recommended that the broader work "processing" be used.

.02 _Indexing Methods in Use:_ Films may be searched for by IBM; are coded by subject and area. Selected cards contain synopses available by Intellofax. This includes films on hand or elsewhere, actually viewed by an analyst or merely summarized from information contained in a publication. Photographs (except OSS photographs) may also be searched for by IBM by subject and area codes. Each card carries reference to the photograph on file which may be examined.

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The substantive question of whether or not OSS photographs should
also be put on IBM cards can be decided by examining a random sample to de-
termine their value today, to be weighed against the cost of coding and
punching the cards. The Chief, GR believes the photographs should be in-
cluded.

.03 Other Photographic Material in GR: Air target material on file in
GR is frequently of assistance to users in determining the location of
places and things. There is an area here common to GR and the Map Library
but no conflict is involved. The Map Library procures, stores and issues
material of the Air Objective Folder Program, GR merely has copies available
for use in its library in conjunction with its photograph collection.

.04 Relations with Photo Intelligence: The Chief, GR reports no con-
flict with Photo Intelligence, one of the biggest customers of GR. He con-
siders the GR job one of collection, selection, identification and indexing
and the job of Photo Intelligence to be one of interpretation of photographs
(insofar as it is related to GR, that is).

.05 Use of GR: The Chief, GR reports that a recent study revealed
that 85% of a week's acquisitions were used at once and 85% of that group
were used by more than one component of IAC.

.06 Increasing the Coverage of GR: The methods outlined in part 5 of
this report for increasing the coverage of GR are primarily substantive
questions. However, without some examination or sampling of new sources,
their value cannot be judged. Also, if more valuable material were found,
this might result in rejecting more of the material from current sources
with little change in work load.

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A planned program for use of one or two [   ] of   25X1

GR——men trained in the workings of GR, [   ]   25X1

25X1   [   ]——should permit evaluation of known unused sources. Their use

abroad should be most enlightening.

The suggestion of the Chief, GR that selected returnees be used

to evaluate photographs on file would cost very little to implement and its

effectiveness could soon be determined.

.07 Preparation of Photographic Requirements: The requirements written

in GR are extremely broad. However, there is an increasing emphasis being

placed on requirements in this field. As this survey was limited to the

register and did not include discussions with the users of GR, the need for

more definitive requirements was not evaluated.